Virginia Wireless E-911 Services Board Project Management Monthly Activity Report

Vendor:MAST InternationalRegion/Locality:SouthsidePeriod:April, 2003

Activity Report					
Task	Locality	% Complete	Total Hours	Hours this period	Comments
	Ac	tive Tasks			
(7)Mtg. W/Sheriff Weaver/Sgt. Almarode	Amelia			1	Ref report to Board of Supervisors Mtg. Ma
(8)Mapped Triton PCS tower locations/sectors	Amelia		10.25	1	Current tower locations/sectors
(9)Triton PCS trunk delay	Amelia			0.5	Correspondence to re-issue
10)Finalize report additions on implementation status	Amelia			1.5	Contacted Sgt. Almarode
7)Coordinate/Plan mtg. W/CPE vendor/PSAP	Brunswick			2	Walt Meir/Verizon
8)Mapped tower locations/sectors	Brunswick		19.75	4	Verizon/Triton PCS/T-Mobile
9)CPE delivery/install date	Brunswick			1.75	Tom Grifith/Verizon,Shirley Brodnax/Capt.N
(9)New trouble reporting procedures for trunks	Brunswick			0.25	Spoke w/ Shirley Brodnax
10)Contact w/ T-Mobile ref status for deployment	Brunswick			0.75	Lisa B./T-mobile
10)Review and revise call totals for wireless	Brunswick			0.75	New call totals/procedure for recording
10)Update Verizon CPE installation status dates	Brunswick			0.75	Reviewed w/ all parties current status
8)Map cell tower info and post sectors	Charlotte			1.5	Current tower locations/sectors
8)Prepare mapping info for on-site mtg w/PSAP	Charlotte			0.5	Lisa Meyers
9)Correspondence reference trunk routing	Charlotte			0.25	Sent to Lisa Meyers
10)On-site w/Lisa Meyers status update/towers	Charlotte			1	Reviewed w/ all parties current status
11)Update access line totals for PSAP	Charlotte			0.5	Added to PSAP notebook per Lisa Meyers
3)Contacted Paula Ellison ref extension letters	Cumberland			1.5	Draft letters WSPs/Wireless Board
4)Update quarterly payment documentation	Cumberland			0.25	Added to PSAP notebook
5)Review agreements	Cumberland			1.75	Surcharge ordinance/ProCom maintenance
8)Mapped tower locations/sectors	Cumberland			2.25	Powhatan tower/Sprint coverage
8)Correspondence to TCS ref routings	Cumberland			0.25	E-mail/fax copies
(9)Contact ref CPE installation date	Cumberland			0.5	Paula Ellison/Kelly Curd/Sprint
(10)Contacts ref ground start lines	Cumberland			0.75	Paula Ellison/PJ Rhyne/Verizon
(10)Status call ref CPE installation	Cumberland			0.75	Gerald Beaver/Sprint Proj. Mgr/PSAP
(10)Conference Call PSAP/Sprint	Cumberland			0.5	CPE delivery 3rd wk of May
13)Training for E-911 Coordinator/Paula Ellison	Cumberland			7.25	On-site trng ref Wireless Phases
8)Mapped Triton PCS tower locations/sectors	Dinwiddie			1	Current tower locations/sectors
10)Contact PSAP ref. Current status	Dinwiddie			0.25	Denise Absher contacted
5)Review surcharge ordinance for new draft	Farmville			1	Changes to existing ordinance
5)Review mutual aid agreement and return	Farmville			0.5	Sent to Sgt. Gilbert Wood
7)Coordinate/Plan mtg. W/CAD vendors/PSAP	Farmville			2	Ref upgrades/CPE/new facility
7)Mtg w/Gerald Spates town mgr/Gilbert Wood	Farmville			3.5	Ref CPE move and upgrade

(9) ofter to Triton DCS ref Tower#506 routing	Farmville	0.25	Proper routing to DSAP
(8)Letter to Triton PCS ref Tower#506 routing	Farmville	0.25	Proper routing to PSAP
(9)Mtg. W/ Frank Destefano ref space requirements	Farmville	1.75	For CPE equipment in new facility CPE installation/status of PSAP
(10)Preparation for mtg.w/Town Mgr.			<u> </u>
(10)Contact Emmy Isbell/Sprint ref Farmville status	Farmville	0.5	Review current status/plans
(8)Map Alltel tower locations/sectors	Halifax	2.5	New info included from Alltel/PSAP
(10)Contacts ref current progress/status	Halifax	2	Allen Bober new facility progress
(11)Checked/reviewed CMRS reports	Halifax	0.25	Latter to TOO to make it all Various as a second
(3)T/C to Sheriff Adams ref rescinding Verizon Itr.	Lunenburg	0.25	Letter to TCS to rescind Verizon request
(8)Map Sprint tower info	Lunenburg	1.25	Received info from Sprint
(8)Corrected Intrado routing sheet	Lunenburg	0.5	Info forwarded to Intrado
(3)Sprint service request forwarded to Linda Cage	Mecklenburg	0.5	Phase I service request letter
(8)Mapped tower info	Mecklenburg	3.25	Info from Terry Romand/Linda Cage
(8)Contacted Mark Simonton ref sectors	Mecklenburg	0.5	TCS tower sector info
(9)Buggs Island trunks status update	Mecklenburg	0.75	Checked ref progress in resolving delays
(10)On-site W/ Linda Cage	Mecklenburg	1.25	Ref CPE installation/implementation schedu
(10)Update Verizon CPE status dates/implementation	Mecklenburg	2	Intrado/Verizon/Linda Cage
(11)Contacted Elizabeth Cebi ref Data collection	Mecklenburg	0.25	VA-Mecklenburg Phase I
(1)CPE upgrade from Liberty system	Nottoway	0.75	Info furnished to R. Roark County Adm
(4)Funding research ref. missing payments	Nottoway	0.75	Dorothy Dean-Spears contacted
(8)Call routing sheets for Intrado verified/signed	Nottoway	0.75	Gloria Gray PSAP/Kelly Davis Intrado
(9)CPE upgrade issues/costs	Nottoway	1.5	Kelly Curd/Sprint, R. Roark County Adm
(10)Implementation status	Nottoway	0.5	Kelly Curd/Sprint, Gloria Gray/PSAP
(15)True-up documentation	Nottoway	0.5	Gloria Gray procesing info received
(7)Mtg. W/Butch Johnstone/DCJS	Region	2	Potential grant funding for PSAPs
(8)Create listing of surrounding jurisdictions	Region	1	Information for PSAPs ref adjacent towers
(8)Map WSP cell sectors	Region	13	Maps modified based on corrected info
(8)Print individual cell sector maps for each PSAP	Region	8.25	All cell towers/sectors by WSP
(8)Triton PCS coverage/routing changes	Region	1.25	Added to each PSAPs mapping packet
(8)Contact Ashton Cole ref. Verizon tower info	Region	0.5	Follow-up on e-mail request
(8)Review and input tower info from TCS	Region	3	Ntelos/TritonPCS/Sprint info corrected
(8)Verification of tower/sector info	Region	1.5	Alltel/Triton PCS/Sprint
(8)Draft info for N.C. towers that impact PSAP	Region	1.5	Contacted Richard Taylor N.C. Wireless
(8)Prepare tower maps for VA/NC border PSAPs	Region	4.25	Info furnished to R. Taylor NC Wireless
(8)Correspondence TCS/Sprint ref routing modification	Region	2	Impacts PSAPs that border N.C.
(8)T/C and e-mail Kelly Davis/Intrado ref info	Region	0.5	Information needed for mtg w/PSAPs
(8)Prepare mapping presentation for Regional Mtg.	Region	5.5	Mtg. Scheduled for 04/11 in Dinwiddie
(8)Prepare PSAP presentation packets	Region	4.5	All forms necessary for modifications/maps
(8)Regional presentations On tower/sector routings	Region	12	All PSAPs resolved tower/sector issues
(8)Review and rework tower/sector locations	Region	6	Info provided by WSPs/Third Parties
(8)Corrected/updated all call routing sheets	Region	3.5	Provided new sign off sheets for all PSAPs
(8)Faxed Intrado signature copies of call routings	Region	0.5	Each PSAP signed off on routings
(9)T/C and e-mail Teresa Anderson/Verizon	Region	0.5	Network migration(Chester,Emporia, Stuart)
(9)Contacted Emmy Isbell/Sprint	Region	0.5	Routing of Wireless calls between VA/NC
(9)E-mail Lynne Fleck/TCS ref call routing	Region	0.25	
(10)Status call Linda Keyon and Verizon Proj. Mgr.	Region	0.5	Status report and follow-up e-mails

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(10)Update Quick Reference Sheets	Region			3.25	Listed new problems/priorities
(10)Review/print CMRS make corrections	Region			1	Updates/corrections made in PSAP books
(10)Research PSAPs overflow call procedures	Region			1	Developing PSAP input for procedure
(10)Conference call w/Sprint ref issues/coordination	Region			1	Emmy Isbell/Kelly Curd/Sandra Lott
(10)E-mail to Juddy Middleton, Linda Kenyon/Alltel	Region			1	Current region status
(10)Status call Wireless, LEC/Sprint & Intrado	Region			0.5	Coordinate implementation plans
(10)Contact PSAPs/WSPs/Intrado	Region			3	Ref. Plans/requirements/schedules/mtgs.
(10)Review Phase I status/delays	Region			1	Developing PSAP input for procedure
(10)T/C and e-mail to Dee Morgan	Region			0.75	Replaced Mark Simonton/requested PSAP updat
(10)Contacts w/Triton PCS ref. Region status	Region			1.5	Telephone calls and e-mails
(10)Status report/T/C w/Ashton Cole/TCS	Region			1.5	Sent follow-up e-mail per contact
(10)Status call w/Judy Middleton/Alltel	Region			1.25	Update region and request Halifax info
(10)Status review/planning mtg PSAP issues	Region			3	
(10)Correspondence WSPs/LECs	Region			3.25	Verizon/Triton PCS/T-Mobile/TCS/Sprint
(10)E-mail/TCs WSP ref. Completion of pending tasks	Region			1.75	All PSAP documentation/requirements/contact in
(10)Contacted all PSAPs ref access lines	Region			2.75	Documentation put in PSAP books
(10)Created WSP deployment issues binders	Region			0.5	4 separate binders created w/info
(10)Preparation/coordination w/Sprint and PSAPs	Region			4.5	Status report/issues for call 4/18
(10)Contact Sprint/Verizon/CPE Vendors	Region			2.25	Ref. Delays and updating schedules
(10)Review all pending issues and file correspondence	Region			3.5	Re-prioritize issues to be addressed
(10)Develop calendar schedule for on-site visits	Region			0.5	On-sites scheduled for May/03
(10)T/C and e-mail to Ashton Cole/TCS	Region			1.5	Request US Cellular info
(11)Publish Newsletter	Region			3.5	April issue sent to PSAPs
(11)Respond to PSAP requests/e-mails	Region			3	Update pending files
(11)Update PSAP true-up folders	Region			1.5	File info for true-ups
(12)VENA/APCO E-911 Technology Training	Region			8	Attended trng session
(12)Monthly DIT report	Region			13.25	Monthly
(12)Clarify monthly report questions	Region			0.25	Info sent to Steve Marzolf
(13)PSAP Training manual preparation	Region			22.5	Copy included for Steve Marzolf
(14)Correspondence w/TCS ref. Testing needs	Region			1.25	eopy included for oteve marzon
(15)Obtain documentation from PSAPs	Region			5.5	Copied and filed in true-up binder
(19)Obtain documentation nom 1 OAI 3	region			0.0	Copied and filed in true-up binder
			0	235.5	
	Comple	eted Tasks	<u> </u>		
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Issues of Importance					
Issue	Actions Proposed to Resolve Issue	Comments			